Term 2 Task 1: Pen Pal Letters

Task: Write a reply letter to your pen pal at Marymount.

What needs to be included in the letter:

* An appropriate greeting
* おてがみありがとう
* An introduction about yourself – name, age, year level, family
* 3 sentences that include one of your favourite things, something that you like and something that you don’t like.
* 4 sentences that include verbs (e.g. do/play/eat/drink/go/study/ watch). These may be things that you do all the time (which don’t need time markers and are in present tense), what you did in the holidays (the sentence will start with やすみに　and be in past tense) or what you do on the weekends (the sentence would start with しゅまつに and be in present tense). The more detail you can include in these sentences, the better your mark will be!
* Ask your pen pal at least 2 questions. E.g. ‘Do you like \_\_\_\_\_?’ Do you play\_\_\_\_\_\_?’ If your pen pal asked you any questions in her letter, make sure you respond to them.
* An appropriate way of ending your letter.

Write a draft of your letter in your books. You should be able to use your books to find all the sentences and grammar you need. As typing on the computer uses romaji, you can write your draft letter in hiragana or romaji. Once the draft has been checked by Miss Mansfield, you can type your letter up on the computer. If you want to include pictures you can, but keep in mind these letters are a part of school assessment, so photos need to be kept school-appropriate.

How to Type in Japanese

* On the taskbar at the bottom of the screen, there is a ‘languages toolbar’
* Click on the ‘EN’ symbol and select Japanese. It should then say JP.
* Then click on the A symbol and select ‘Hiragana.’ The symbol will change to あ. If you cannot see an A, right click on the toolbar and select ‘Restore the Language Bar.’ You will now be able to type in Japanese.
* Japanese is typed by writing in Romaji. When you write in Romaji, the Hiragana will appear on the screen. For example, if you wanted to write ぼくyou would write ‘boku.’
* When the Hiragana has appeared, if you want to change it from Hiragana to Kanji (e.g. from きゅうto九) press Space. You may need to press Space several times to scroll down to the correct Kanji. Once the correct Kanji has been selected, press Enter. You always need to press Enter after you have written something, before you can move on the write the next part.
* There are no spaces in Japanese writing. The space bar is only used to change hiragana to kanji, so don’t use it to put spaces in between the words.

If it’s not working! Before you ask for help, check these common problems

* If you cannot see the correct kanji from the list that appears when you press Space, you may have typed it wrong. Delete it and try typing the Romaji again.
* Double check to make sure that the languages toolbar says JP and あ. Sometimes the language bar reverts back to English on its own!

You will be assessed on the following:

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| **Criteria** | Not Completed (E) | Needs Improvement (D) | Satisfactory (C) | Good (B) | Excellent (A) |
| **Creation of Sentences: Content**  **40%** | Sentences are not complete | Sentences do not contain enough content | Content of sentences satisfies criteria | Content of sentences is above expected criteria | Content of sentences is greatly above expected criteria. |
| **Accuracy: Grammar, Spelling, Typing**  **25%** | Sentences are not accurate and contain many errors | Accuracy is below satisfactory | Sentences are mostly accurate, with some errors | Sentences are accurate, with few errors | Sentences are very accurate, with very few errors |
| **Organisation, Use of Class Time,**  **Ability to Work Independently (Includes draft and submitting letter on time)**  **20%** | Not organised and has not used class time wisely. Cannot work independently | Class time and organisation needs to be improved. Needs to learn to work independently | Somewhat organised, could use class time better. Is able to work independently to some extent | Good organisation and use of class time. Can work independently | Well organised and excellent use of class time. Works well independently |
| **Presentation and Layout**  **15%** | Letter is not complete | Presentation and layout of letter is not satisfactory | Presentation and layout of letter is satisfactory but more effort could have been made | Letter is well presented. Layout of letter meets criteria. | Letter is presented in an excellent manner, and layout of letter meets criteria. |

*SACSA Outcome 5.4:*

*Communication: Writing: Conveys personal messages and shares information and experiences with others*

*Completed YES NO*

*Final Grade:*

*Comments:*